

## INSTRUCTIONS FOR ARC 73A

### Purpose

The newly designed Service Request form (ARC73A) has been created to better align with the Full Cost paradigm, to eliminate columns and blocks that are no longer in use, and to streamline processing of Service Requests.

The form was designed to automatically complete several of the fields from information already available in the Ames Locator Information System (ALIS). Names, telephone numbers and locations will be automatically entered from ALIS.

The most significant change in the form is in the area of signatures. Required signatures include:

<b>Local (if required) (not required by SP)</b>	<b><u>Responsible Resource</u> (Required)</b>	<b><u>Technical Manager</u> (Required)</b>
<b>Programs</b>		
Locally identified individual or role.  <b>Not required by Service Pools</b> , but may be required by the requesting org, before one or both of the required signatories will approve.	Resource individual who has been assigned to the program or project and who has resource tracking responsibility for the WBS indicated on the SR. If multiple WBSs are to be used, this should be the resource person of the primary funding vehicle.	Program or Project individual (from the Requestor's organization) who has been given responsibility for the product or project. This can be a project manager, a task manager, a work-package manager, etc. that has been delegated technical authority and budget accountability for a project.
<b>Institutional</b>		
Locally identified individual or role  Not required	Division or Directorate resources person	Branch Chief or Division Chief responsible for the particular Institutional Functional Area
<b>Technical Overhead (Research Division / Directorate Offices)</b>		
Locally identified individual or role  Not required	Division or Directorate resources person	Division Chief or Directorate Head

## **Field Instructions:**

**Requester E-Mail:** Enter your email address and the Requester Name, Telephone, and Location will automatically be entered from the X.500 database.

**Requesting code:** Default is Requestors X.500 organization. This can be overwritten with another Org Code.

**Serial Number:** Use the 3-digit number defined by organization's Resource Specialist

**Point of Contact (POC) E-Mail:** Enter POC email address, if different from the Requester, and the Name and Telephone will automatically be entered from the X.500 database.

**Brief Description:** Abbreviated description/title of requested work.

**Submit to:** Drop down available for the SERVs and other Service Request recipients. A special email address for each SERV has been created. Email address for Servi is [servi@mail.arc.nasa.gov](mailto:servi@mail.arc.nasa.gov); email address for ServM is [servm@mail.arc.nasa.gov](mailto:servm@mail.arc.nasa.gov); etc.

**Request Date:** Today's date entered automatically. This can be overwritten.

**Complete By:** Self explanatory

**Job Rate:** "Routine Job - Regular Rate" entered automatically. This can be overwritten.

Complete **Cost Center, WBS Element, Fund, Fund Center** as appropriate. If more than one accounting line, enter the percentage or amount distribution for each line. (Total must equal the total of the Service Request.) (For multiple accounts, each requesting Fund Center Manager should sign for their funding.)

**Earmarked** (or Reimbursable) **Funds** should be noted and the appropriate information added to the last two columns.

**Work Required:** Self-explanatory

**EIT Buttons:** These buttons refer to the Electronic and Information Technology Accessibility Act (aka Section 508). Electronic and IT systems purchased by the Government must comply with Section 508 and the requester must verify that it does. The requester must attach (File⇒Attach) the ARC 789 form (which can be obtained by clicking the "ARC 789" button) to the Service Request.

## **Approvals:**

Not to exceed: Please enter a dollar amount. \$500 is the default. If your estimate exceeds \$500, please adjust this number.

**Signatures:**

Type the name in the appropriate boxes for Responsible Resource, and Technical Manager (See table at top of document.)

**Signers:** Use Informed Filler signature capability. [Edit ⇒ Signatures ⇒ Sign...].

Select *I-sign (POP)* [Use the “xxx” from your email (xxx@mail.arc.nasa.gov) and your email password.]

**First time users** Use Setup feature. Username = “xxx” from your email (xxx@mail.arc.nasa.gov). Host = mail.arc.nasa.gov

When complete, save and then email the ARC73A to the next individual. The last signatory, the Technical Manager, should email to Service Pool indicated on the third row.

A special email address for each SERV has been created. Email address for Servi is [servi@mail.arc.nasa.gov](mailto:servi@mail.arc.nasa.gov); email address for ServM is [servm@mail.arc.nasa.gov](mailto:servm@mail.arc.nasa.gov); etc.